

**Naval Postgraduate School
Office of the Associate Provost and Dean of Research
Office of the Associate Provost for Academic Affairs**

Sponsored Program Policy/Guidance Memo No. SPPGM-03-03

Subj: PROPOSAL ROUTING FORM (PRF)

1. Beginning in FY03, a Proposal Routing Form (PRF) will be completed by the Principal Investigator/Program Manager (PI/PM) and forwarded with every reimbursable (research, education, or service) proposal. The purpose of the PRF is two-fold: a) to capture programmatic information on the sponsored work, and b) to assure conditions requiring special consideration are reviewed and approved.
2. Programmatic information captured will categorize the applicability of the proposed work to:

- Joint Warfighting Science and Technology Plan Defense Technology Objectives
- Defense Technology Area Plan Defense Technology Objectives
- Command Capability Issues
- Future Naval Capabilities

3. Conditions requiring special consideration include:

- Use of Human Subjects
- Classification of Proposed Work
- Requirement for Additional Personnel
- Requirement for Contracted Personnel
- Requirement for Additional Space
- Commitments of department(s)/school(s)/institutes other than the PI/PM
- Maintenance required for major equipment purchased from sponsored funding
- Affiliation with NPS Research Center
- Affiliation with NPS Education and Research Institute

A Resource Requirements Memo will be included if additional personnel or space are required in support of the proposed sponsored program. The Resource Requirements Memo will be attached to the PRF and signed by the PI/PM.

4. The PRF also includes a certification by the PI/PM that the information submitted is accurate, that the PI/PM will direct the project, if funded, in compliance with NPS policy, and that the PI/PM will uphold the responsibilities of a sponsored project PI/PM.
5. The PRF will be completed by the PI/PM and forwarded with the proposal as it is routed through the approval chain. The PRF will be signed by the PI/PM and Co-PI/PM, if applicable, the Department/Group Chair, School Dean, Institute Director, if applicable, Research and Sponsored Programs Office Director, and the Dean of Research or Associate Provost for Academic Affairs, as appropriate. The Associate Chair for Research will also sign if this is standard practice for the department of the PI/PM.